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Directions to Use Excel Composite Score Program

OVERVIEW

1. The only values you enter into this spreadsheet are those items that contribute to a section's composite score (For example: you only need to enter in the client's response to *M6*, *M7* and *M8* – the composite score will *automatically* display in *MCOMP)*.

2. Please see the attached Data Dictionary for response options, etc. For example, you will need to enter in a "0" in *E4* if the client responds "No". These correspond to the coding conventions of the Addiction Severity Index Fifth Edition.

   Note: This pilot version of the computing worksheet does not have "range" checks – (for example: the worksheet allows a response of "5" for M7, although it is not a valid response). Please carefully review and become familiar with the data dictionary before entering responses in the worksheet.

   Also, note that items F18-F26 have valid responses of **0**=No, **1**=Yes, **X**=Refuse to answer/don't know, and **N**=N/A. You can enter the letter "N" directly into the worksheet to indicate "not applicable". These are the only items in the worksheet where "N" is a valid response.

3. If a client skips an item on the ASI, enter an "X" into the spreadsheet for that item.

4. Use the arrow keys or Tab key to move to the next variable – a single client's composite score data is entered across a single row (i.e. horizontally).

5. **NOTE: The Composite Score for a section CAN NOT be computed if one or more items are "X" (representing "refusing to answer" or "does not know")**. **For example, if you enter an X in for M6, "#*Value!*" will appear in the MCOMP column, indicating a composite score cannot be computed. For analyses purposes, a composite score that cannot be calculated due to one or more responses of "X", should be considered "Missing".**

6. Up to 300 client cases can be entered into the worksheet. You can clear out old data to allow for more calculation of more cases' composite scores by deleting the data (e.g. deleting M6, M7, M8, etc.). The Composite Score columns will automatically reset.

7. The composite scores for the Medical, Alcohol, Drug, Legal and Psychiatric sections are automatically defaulted to 0.000. Due to the nature of their specific composite score algorithms, the Employment section defaults to 1.000 and the Family/Social section defaults to 0.2000. Once valid data is entered for all the items within a section, the correct composite score will calculate and display.

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ENTERING DATA

1. Open up file in Microsoft Excel

2. In the first column *ID* (cell A1), you can enter in any string value for your recording purposes to identify your first client.

3. Move to the M6 by using the "right pointing" arrow on your keyboard, or by hitting the "Tab" key.

4. Enter in the appropriate responses to M6, M7 and M8 – ensuring that your responses correspond to the included Data Dictionary (e.g. a response to "Slightly" for M7 or M8 should be entered as a "1")

5. The Composite score for the Medical Section will then display under the "MCOMP" column once all the responses for items in that section are entered.

6. Arrow over the "MCOMP" variable and begin entering the responses to the Employment sections beginning with E4. Or If you use the "Tab" key, you will automatically "jump over" the "MCOMP" column, to the next entry field.

7. Continuing entering ASI data for the client moving across the worksheet using either the arrow or Tab key.

8. To begin entering the next client's data, if you are using the arrow key, you will need to click into the next empty row in the first column "ID" and begin moving to the right, entering data as you go. Or if you use the "Tab" key, you will automatically "jump" to the first column "ID" in the next empty row, after entering the last response in the Psych section.

9. To save the data currently entered, click "File" then "Save" (this will automatically save over the blank worksheet), or "File" then "Save As" (this will allow your to retain the original blank worksheet, as well as your current worksheet while providing a file name of your choice.)

Questions?: Please contact the developer of the spreadsheet, Meghan Love, via e-mail at mlove@tresearch.org ***or via telephone at #1-800-335-9874 or #215-399-0980 ext. 184.***